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to Information for Bay Area Human Services Planners

SEPTEMBER 1977

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ASSOCIATION
OF BAY AREA
GOVERNMENTS

This report is a part of the Association of Bay Area Government's Capacity Building Project which was funded in part by the Department of Health, Education and Welfare Partnership Grant Program.

*"There is a limit to what we can do with
numbers, as there is a limit to what we
can do without them."*

Georgescue-Roengen

*"Get your facts first, and then you can
distort them as much as you please."*

Mark Twain: quoted by
Rudyard Kipling, "From
Sea to Sea"

The concept of an information guide to aid in human services planning in the San Francisco Bay Area was proposed by the Human Services Capacity Building Task Force, a body of locally-elected officials and social planners concerned with improving the planning and provision of human services.

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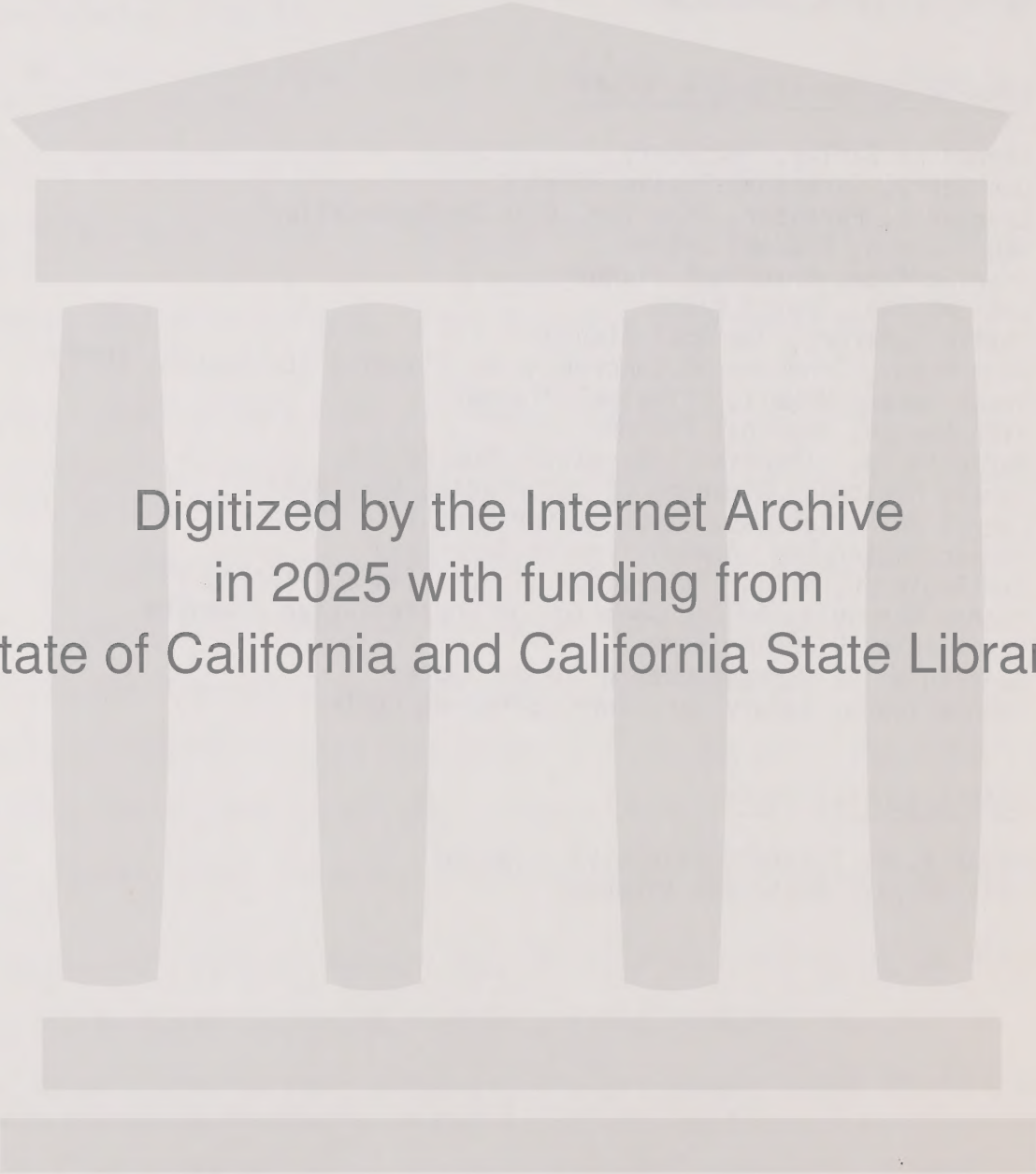
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I. INTRODUCTION

Are you working in a city or county that has limited money to spend on human services?

Are you trying to design a program that will serve the needs of the elderly in your community?

Are you trying to decide whether your community needs a drug program more than a nutrition program?

If so, you probably have a need for data and information to justify a project to the city council or board of supervisors, to seek grant money or to evaluate the impact of any given program. This guide was designed to help.

A. Purpose and Organization of the Report

This report is a guide to sources of information and data that can be used for human services planning, especially in the San Francisco Bay Area. Although all possible data sources are not described and evaluated here, this guide serves as a beginning point for city and county human service planners who are creating an information base.

The report is organized in the following way:

- Section I describes the report and discusses the different types of human services planning documents.
- Section II discusses different types of data and the limitations and problems inherent in collecting information for human services planning.
- Section III describes information that is available and useful for human services planning, given the limitations detailed in Section II.
- Section IV tells the reader where to go to find the data that is available, much of which is listed by category in Section III. This section describes the material in some detail and serves as a reference to Section III.
- Section V summarizes some (not all) of the human services documents published by Bay Area cities and counties and describes how available data was used by planners.
- Section VI concludes the report with a brief summary.
- Two Appendices include:
 - A. A glossary of commonly used human services and data description terms.
 - B. Additional references we felt would be helpful to the planner.

The report attempts to present a realistic approach to the problems and necessary compromises involved in any data collection effort. Often the problems start at the very beginning, when an initial search for very specific information turns up little that is useful. But despite the frustrations inherent in the search for the "perfect" data, there is a great deal of valuable information that is now available for human services planning activities. This information must be found, processed and evaluated before it can be used to answer the planners' questions.

The structure and content of A GUIDE TO INFORMATION FOR BAY AREA HUMAN SERVICES PLANNERS reflects the participation of human services planners in Bay Area cities and counties and the interest of the ABAG Human Services Capacity Building Task Force. We hope that this report begins to respond to their needs.

B. Types of Human Services Planning Documents

As Bay Area cities and counties become more and more interested in planning for human services needs, statistical information becomes increasingly important. Such information is presented in various types of documents ranging from those providing a statistical picture of the "state of the city or county" to those recommending policies for human service program development. The four most common types of documents are social profiles, social elements, needs assessment and special studies. Although often sharing common features, they differ in purpose:

- A social profile is a statistical description of the community. Information can be presented at the jurisdiction, census tract, and/or special "planning area" level. Social profiles are used to draw conclusions as to the needs of a community's citizens; they are not generally policy documents.
- A social element is a policy document which states community goals and objectives. Many cities have adopted social elements as part of their general plans even though they are not mandated by California State law. In a social element, statistical information may be used to define problems, but is not necessarily the focus of the document, as in a social profile.
- A needs assessment is a detailed report evaluating community conditions in terms of the problems of citizens in the community and the availability of social services. It may include an inventory of existing social resources (e.g., child care centers, mental health programs, etc.) along with a statistical view of the community and problems indicated by this picture. Needs assessments seek to illuminate gaps in human services provision and to highlight the extent of "at-risk" populations.
- A special study gauges the extent of a particular condition or problem. Such studies may measure community attitudes, present a statistical picture of all or part of the population, or develop

data necessary to understand the situation. Special studies usually focus on a single aspect of the community and not on the total population, as may be the case with social profiles, social elements, and needs assessments. An example of a special study is An Analysis of Child Care in San Leandro.

In the Fall of 1976, ABAG conducted an inventory of human services activities in Bay Area cities, counties and public and private agencies. These studies, Human Services in Bay Area Cities (update now in progress) and Overview of Human Service Planning in County Government and Selected Human Services Agencies in the San Francisco Bay Area, confirm the substantial amount of human services planning now being undertaken. Section V of this report gives examples of the use of data in different types of human services planning documents recently completed in the Bay Area.

II. ON DEALING WITH DATA -- TYPES OF INFORMATION AND POTENTIAL PITFALLS

The increasing need for better data to support human services planning efforts has become the bane of existence for human services planners and administrators. Expectations have been raised by the sophisticated computer technology available for information collection and processing. However, such technology has not been applied for all types of information or for all aspects of dissemination. The phone has become the vehicle of communication and frustration as the planner searches out "data." Asking the right question, finding the best person to answer it, and working with whatever information is located are all part of the social planner's difficult hunt for useful data.

As this report shows, there is a great deal of data that is both available and relevant to human services planning. However, to list the data sources without indicating possible problems involved would be to paint only a partial picture. This section of the report addresses these problems and provides the background necessary to overcome some of the barriers that the planner may encounter. First, it presents a discussion of the main types of available data; and second, a guide to the limitations and evaluation of data. Section II supplies a framework for choosing the information appropriate to a specific project.

A. Data Types

Most of the data which is available is aggregated information --that is, information which is summed to particular geographic areas and for specific variables (i.e., income distribution might be presented for several different intervals of income values for geographic areas such as city, county, census tract, etc.). The data types which follow are all derived from some process of aggregation and do not include unit record information (information about a particular individual).

Most available data fall within one of the following six categories:

1. Survey data can be derived from either a complete count or a sampling of the population which is being examined. A survey involves contacting individuals or organizations about which information is desired. When a sampling procedure is used, resultant data for a representative portion of the population are estimated to cover the entire population. Some well-known surveys include:
 - censuses which are enumerations of the entire population and usually refer to official periodic counts; and
 - polls which include both voting in elections, as well as opinion surveys (i.e., the Gallup poll).
2. Client data are maintained by service providers and give a statistical picture of individuals participating in specific programs. Client

data is different from survey data in that information is gathered as part of an existing service or record-keeping process and not as a separate effort. In general, client data should not be viewed as a representative sample of the general population. Examples of programs resulting in client data include:

- AFDC (Aid to Families with Dependent Children)
 - Unemployment Insurance
 - Social Security Insurance
3. Estimates describe situations or times for which specific survey or client data are not available. They are developed by using available data as indicators. For example, population estimates can be calculated based on the most recent population count or census in conjunction with factors such as current birth and death rates, migration shown by motor vehicle records, and housing construction.
 4. Indices are individual numbers used to characterize a set of data--usually survey data and/or estimates. An index is derived using a formula. Two well known examples of this data type are:
 - CPI (Consumer Price Index) which is determined by several factors related to the cost of living; and
 - the poverty index, derived from variables indicating the standard of living.
 5. Projections and forecasts give a picture of future conditions. Most projections are developed by mathematically modeling a complex set of variables using historic trends, present conditions, estimates, and assumptions about what changes may occur. Such projections do not predict the future but give a range of possibilities based on the specific assumptions that are used. Projections often include variables for future population, employment, housing, and land use.
 6. Information from Public Records may not relate directly to social conditions or the provision of human services but can be of assistance in planning for and determining the need for such services. Such information may include city, county and State data on taxable sales, assessed value of property, and voter registration. Information from public records may be helpful to the human services planner in terms of assessing "background" conditions such as the local economic picture or the degree of community participation in government.

A combination of some or all of the preceding six types of data may be developed for a special study when the planner is unable to locate the needed information. This type of data development is necessary when existing or surrogate (substitute) data will not satisfy the requirements of the social planning efforts.*

*There has been much discussion about the term "social indicator." A social indicator is a statistical measure of a given social condition and is not a data type in and of itself. It can be derived from any one of the six data types or from a combination of them.

B. Data Limitations and Problems

For any type of data the human services planner or administrator searches out he or she will encounter problems. Two myths often prevail in data collection efforts. The first is that some type of data is available for any given variable at any given time and place. The second, possibly more serious than the first, is the more data the better the project. It is usually necessary to adjust these expectations in order to make use of the best available data.

The following discussion will focus on those factors, or limitations, to be taken into consideration as a particular piece of information is gathered and used. One desire may be sacrificed for another -- for example, is it more important to have current figures of questionable reliability or older more accurate values? A particular limitation does not mean that the data are not useful, but that the analysis must be carefully designed and that the assumptions must be qualified.

Although there have been many cries for coordination, sharing, and standardization of data, only minor progress has been made toward these goals. Most data sets are still collected, processed, and reported in different manners. Therefore, in choosing data appropriate to a specific social planning effort, the needs of the projects and capabilities of the researchers must be evaluated in light of the following possible limitations:

1. Timeliness and Frequency

Comprehensive information is usually not collected and maintained at frequent intervals. Although an excellent source of data may be available, it may be out of date for some purposes.

a) Time Lag

The period of time which passes between the time when data are collected and when they are released may be considerable. This results in the need to work with "old" information until new data is released. Then the new data too may seem outdated because of the time required to process, validate, and disseminate information.

b) Frequency

In order to indicate changes, it is often necessary to locate similar data for two or more points in time. The collection and release of information is not only infrequent, but often not periodic at all. One-shot efforts (special surveys, reports or compilations) may result in good data, but provide little help in defining trends. In addition, certain collection efforts may have begun only during the past few years and not cover a time span adequate for analysis.

2. Accessibility and Availability

Problems in availability can result from several factors:

- a) Form: Data can be machine readable (computer tapes, cards, disk files, etc.), human readable (publications, books, printed tabulations, etc.), or barely readable at all (probably the most familiar -- informal records, poorly labeled tables, etc.). The form of information must be consistent with the needs of the project in order to be useful. If computer processing is planned, the information must not only be machine readable, but also compatible with the particular equipment to be used.
- b) Confidentiality: Data collection and dissemination efforts usually must comply with confidentiality requirements. Certain data items might be excluded from public release (or suppressed) to prevent violation of confidentiality. This may result in lack of access to information for certain items or small geographic areas.
- c) Capability for reproduction: Some information is not publicly accessible because it is too expensive or difficult to copy (i.e., out-of print publications, unusual formats, etc.).

3. Cost

A limiting factor in many data collection efforts is the time, energy, and financial investment required. Special studies, compilations, or computations can take time and a considerable commitment of staff and computer resources. Such investment is often not possible, and it becomes necessary to find already processed information -- in the form, statistical presentation, and geographic area appropriate to the given project.

4. Coverage

The question of adequate or desired coverage of data can result from the following factors:

- a) Geography: Information is often not reported for the geographic area relevant to a particular study. This is especially true for small-area or special planning zone data.
- b) Sampling procedures: If information is taken from a sample survey (i.e., not a complete count of the universe) it can only be estimated for certain data items and spatial areas. Often the use of specific sampling techniques preclude the use of survey results for purposes other than those for which the original survey was intended.

5. Comparability

Different sources, as well as the same source over time, may not provide data which can be compared from time to time or from place to place. Variation in reporting units, dates of collection, methodology, type (i.e., survey vs. estimate) and variable definitions may not allow for data comparison.

6. Detail of Information

It is not always possible to find the exact piece of information that is wanted. This is particularly true when there is a need to compare several variables such as age, sex, race, and marital status. Although these variables may be available as individual data items, they may be difficult to find cross-referenced. This limitation is especially true for small-areas.

7. Reliability of Information (Accuracy and Replicability)

Unfortunately there are instances in which data released by a public or private agency may simply be in error. The release of inaccurate information can be due to human or machine-related factors or some combination of these factors. Information collection may also be done in such a way that it is impossible to "double check" on either the methods or results of the effort. In situations in which the "reliability" of statistical data is in question, a critical mind is a most useful asset to the human services planner. Information is "reliable" to the extent that we can assert confidently that similar findings would be obtained if the collection of data were repeated.

8. Validity of Information (Meaningfulness and Relevancy)

Last, but definitely not least, the meaningfulness of particular data must be evaluated in terms of needs of the individual project. Are the data we are using able to answer the questions we are asking in a straightforward way or are the data answering some other questions--ones that we are not asking. Although timely data of relevant geographic coverage may be available for several points in time, it cannot result in or support the conclusions of a social planning effort if it is either of questionable validity or inappropriate. The planner should note that data can be "reliable" without being "valid", it can never be "valid" if it is not also "reliable."

III. WHAT INFORMATION IS AVAILABLE

Despite all of the limitations noted in the previous section, there is a considerable amount of information available for human services planning. Section III presents a listing of the major data items which have been used or can be used in Bay Area social profiles, social elements, needs assessments and special studies. The following section (Section IV) gives detail on how to find this information.

Typically, human services planning efforts seek to answer the following questions:

- What information gives a picture of certain social conditions?
- How can the needs of the population be identified?
- What data will indicate changes that have occurred or are occurring in the community?
- What does the future look like?

Often it is easier to answer such questions by looking at certain categories (functional areas) of social concern. Planners can choose the information they need by asking the questions as they relate to a specific condition (such as crime rates) or a specific population (such as the elderly). This approach allows the planner to concentrate on discrete areas of concern.

In this report, we have focused on the categories listed below. The choice of these specific categories was based on suggestions by human service planners and categories commonly used in existing reports.

- Alcoholism
- Criminal Justice
- Demography (including Ethnicity)
- Drug Abuse
- Economic Development
- Education
- Employment
- Handicapped
- Health
- Housing
- Income
- Mental Health
- Seniors
- Transportation
- Youth

Within each of these categories, we list specific pieces of information that can be used as measures of a particular condition. We recognize that most human services planning efforts will not attempt to look at all of these categories or to use all of the data items at the same time. However, the purpose of Section III is to give some idea of what information is available

and what data has been used by human services planners. At the same time it should be made very clear that we did not include every possible data item. We selected those that seem easy to use and that were readily available. No doubt, we have excluded some items that planners have found useful, and we would welcome suggestions as to additional sources.

The information items listed in this section should not be considered as all-purpose indicators of over-all social conditions or needs. What the items do provide is a statistical base to which further studies (such as perceptual surveys of needs) can be added.

Section III lists those information items which are commonly available at the city level or above. Each data item includes a reference (by page number) to a description of the source of that data item. All such descriptions are listed in Section IV, Data Sources. Small agencies which provide human services in many communities (i.e., crisis centers, clinics, information and referral agencies) are not listed in this report. Some of these agencies may keep and provide information that is useful in describing problems or service gaps. However, the availability of such information varies greatly, and the report attempts to concentrate on those sources that are relatively consistent throughout the Bay Area.

ALCOHOLISM

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# Alcohol-related arrests	local police	city	annual	63
# Alcohol-related deaths	local hospitals, City and County Health Departments	city, county	annual	62
Client caseload for alcoholic rehabilitation--cases open	State Department of Rehabilitation	county	annual	46
Estimated alcoholism rate	State Office of Alcoholism	county	annual	42

CRIMINAL JUSTICE

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# police calls	1. local police 2. County Sheriff	1. city 2. county (for unincorporated areas)	annual	61,63
Rate of type I crimes (murder, rape, assault)	local police	city	annual	63
Rate of type II crimes (burglary, larceny, auto theft)	local police	city	annual	63
# arrests by age, sex, ethnicity, crime type	local police	city	annual	63
# minority in police force	local police	city	annual	63
# community residents in police force	local police	city	annual	63
# probation referrals by age, sex	County Probation Department	county	annual	61

DEMOGRAPHY

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
Total population	ABAG, <u>PROFILE*</u>	census tract	1970	53
Mean age of population	ABAG, <u>PROFILE*</u>	census tract	1970	53
Average family size	ABAG, <u>PROFILE*</u>	census tract	1970	53
Persons per household	ABAG, <u>PROFILE*</u>	census tract	1970	53
% households with female head	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Hispanic	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Black	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Chinese	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Indian	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Japanese	ABAG, <u>PROFILE*</u>	census tract	1970	53
% White	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Other	ABAG, <u>PROFILE*</u>	census tract	1970	53
% population native born of foreign or mixed parentage	ABAG, <u>PROFILE*</u>	census tract	1970	53
% population native born of native parentage	ABAG, <u>PROFILE*</u>	census tract	1970	53
# of live births	County Health	county	annual	62
# of deaths	County Health	county	annual	62
Estimated population	State Department of Finance	county and city	annual	42
Projected population	ABAG, Series 3	Bay Area, county 440 zone	1980, 1985, 1990, 1995, 2000	52

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from Census information for other geographic areas.

DRUG ABUSE

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# drug-related arrests	local police	city	annual	63
# drug-related arrests by age, sex, ethnicity	local police	city	annual	63
# drug-related deaths	local hospitals, City and County Health Departments	city, county	annual	62
# drug-related hospital emergencies	local hospitals	service area	annual	

ECONOMIC DEVELOPMENT

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
Estimated net \$ value of taxable property	County Assessor	city/county	annual	61
Estimated \$ per capita assessed valuation	County Assessor	city/county	annual	61
Taxable sales: gross	State Board of Equalization	city/county	quarterly	41
Taxable sales: net	State Board of Equalization	city/county	quarterly	41
Taxable sales by type of retail business	State Board of Equalization	city/county	quarterly	41
Taxable transactions	State Board of Equalization	city/county	quarterly	41

EDUCATION

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
Mean school years completed	ABAG, <u>PROFILE*</u>	census tract	1970	53
% population over 25 with education past high school	ABAG, <u>PROFILE*</u>	census tract	1970	53
Student ethnicity	School districts State Department of Education	districts	1973, may be available for 1977	40,63
Student population by grades	School districts State Department of Education	districts	annual	40,63

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from 1970 Census information for other geographic areas.

EMPLOYMENT

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# in labor force	U.S. Census	census tract	1970	30
# in labor force by age, sex, ethnicity	U.S. Census	census tract	1970	30
% household heads claiming no occupation	U.S. Census	census tract	1970	30
% in labor force women with children	ABAG <u>PROFILE*</u>	census tract	1970	53
% blue collar workers	ABAG <u>PROFILE*</u>	census tract	1970	53
% clerical and sales	ABAG <u>PROFILE*</u>	census tract	1970	53
% craftsmen & operatives	ABAG <u>PROFILE*</u>	census tract	1970	53
% government workers	ABAG <u>PROFILE*</u>	census tract	1970	53
% laborers	ABAG <u>PROFILE*</u>	census tract	1970	53
% professional & managerial	ABAG <u>PROFILE*</u>	census tract	1970	53
% self employed	ABAG <u>PROFILE*</u>	census tract	1970	53
% service occupations	ABAG <u>PROFILE*</u>	census tract	1970	53
% white collar	ABAG <u>PROFILE*</u>	census tract	1970	53

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from 1970 Census information for other geographic areas.

EMPLOYMENT (CONTINUED)

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
% employed	U.S. Census	census tract	1970	30
% unemployed	U.S. Census	census tract	1970	30
distribution of employment by industry	County Planning Department	varies	varies	63
# of unemployed	State Employment Development Department	SMSA	monthly/annual	41
unemployment rate	State Employment Development Department	SMSA	monthly/annual	41
approximation of # of unemployed, unemployment rate	State Employment Development Department	selected cities, counties	monthly/annual	41
demographic characteristics of job seekers (including age, sex, ethnicity, veterans, handicapped)	State Employment Development Department	field office	monthly/annual	41
Employment projections for major and minor occupations, 1975-1980	State Employment Development Department	SMSA	report released 1974	41

HANDICAPPED

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# Sensory disabled (clients)	State Department of Rehabilitation	county	annual	46
# Physically disabled (clients)	State Department of Rehabilitation	county	annual	46
# Mentally disabled (clients)	State Department of Rehabilitation	county	annual	46
# Social Security Recipients-disabled	Social Security Administration	zip code	annual	37
# Social Security Recipients, blind	Social Security Administration	zip code	annual	37
# Handicapped Students	School District	schools, district	annual	63

HEALTH

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# of reported cases communicable diseases: rubella hepatitus venereal disease	State Department of Health, Infectious Diseases	county	annual	43
rates of disease (morbidity)	State Department of Health, Infectious Diseases	county	annual	43
noncommunicable: heart disease tuberculosis hypertension stroke cirrhosis of liver cancer emphysema	State Department of Health, Vital Statistics	county	annual	44
# of reported deaths by disease	State Department of Health, Vital Statistics	county	annual	44
Infant Mortality (per 1000 live births)	State Department of Health, Vital Statistics	county	annual	44
# maternal deaths	State Department of Health, Vital Statistics	county	annual	44
maternal death rate	State Department of Health, Vital Statistics	county	annual	44

HEALTH (CONTINUED)

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# of reported deaths by homicide	local police	county/city	annual	63
# of reported deaths by suicide	local police	county/city	annual	63
# of reported deaths by accidents	local police	county/city	annual	63
# of physicians	State Dept. of Consumer Affairs-Board of Medical Quality Assurance	county	annual	40
# of residents receiving Medi-Cal	State Dept. of Health-Center for Health Statistics City and County Health Departments	county	annual	42,62
# of residents receiving Medicare	Social Security Administration	zip code	bi-annual	37
# of hospital beds	local hospitals, City and County Health Departments	county/city	varies	62
# and % of children enrolled in kindergarten who are immunized against selected infectious diseases	State Dept. of Health-Infectious Diseases	school district, county	annual since 1974	43

HOUSING

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
% Housing Units that are trailers	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Units with more than 1.01 persons/room	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Units with all plumbing	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Units with all heating	ABAG, <u>PROFILE*</u>	census tract	1970	53
Housing Value/Income Ratio	ABAG, <u>PROFILE*</u>	census tract	1970	53
Mean Home Value	ABAG, <u>PROFILE*</u>	census tract	1970	53
Mean Rent	ABAG, <u>PROFILE*</u>	census tract	1970	53
Vacancy Rate for Owned Housing Units	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Housing Built before 1940	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Housing Built before 1950	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Housing Built Since 1960	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Units in 1 Unit Structures	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Units in 2 Unit Structures	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Structures with 3 or more units	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Owner Occupied Housing	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Population in Group Quarters	ABAG, <u>PROFILE*</u>	census tract	1970	53
% Households with 2 or more cars	ABAG, <u>PROFILE*</u>	census tract	1970	53

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from 1970 Census information for other geographic areas.

INCOME

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
Median household income	U.S. Census	census tract	1970	30
% families below poverty level	U.S. Census	census tract	1970	30
% families below poverty level with female head	U.S. Census	census tract	1970	30
Mean income of families below poverty	U.S. Census	census tract	1970	30
Mean size of families below poverty	U.S. Census	census tract	1970	30
% individuals with major source of income being wages or salary	U.S. Census	census tract	1970	30
% individuals with major source of income being public assistance	U.S. Census	census tract	1970	30
# AFDC recipients	County Welfare State Department Benefit Payments	county	varies	40,62
# Medi-Cal recipients	County Welfare State Department of Health	county	varies	42,62
# Attendant care recipients	County Welfare	county	varies	62
# Social Security recipients	Social Security Administration	zip code	bi-annual	37
Consumer Price Index	U.S. Department of Labor	SMSA	quarterly	36

MENTAL HEALTH

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
# suicides	local police	city	annual	63
# suicide attempts	local police	city	annual	63
# alcohol, drug- related arrests	local police	city	annual	63
# child-abuse cases	local police	city	annual	63
# alcohol, drug- related deaths	County Health Department	county	annual	62

SENIORS

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
% population older than 65	ABAG, <u>PROFILE*</u>	census tract	1970	53
# over 65 by income type and level	U.S. Census	census tract	1970	30
# over 65, below poverty level	U.S. Census	census tract	1970	30
# over 65 - in one-person households	U.S. Census	census tract	1970	30
# over 60 receiving OASI payments	Social Security Administration	zip codes	annual	37
# over 60 receiving General Assistance	County Welfare Department	city, county	annual	62
# over 60 receiving food stamps only	County Welfare Department	city, county	annual	62
# over 60 in convalescent institutions	County Health Department	city, county	annual	62
# over 60 - suicides	Police Departments	city	annual	63

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from 1970 Census information for other geographic areas.

TRANSPORTATION

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
% households without automobile	ABAG <u>PROFILE*</u>	census tract	1970	53
% individuals commuting by automobile	ABAG <u>PROFILE*</u>	census tract	1970	53
% individuals commuting by bus	ABAG <u>PROFILE*</u>	census tract	1970	53
% individuals commuting by foot	ABAG <u>PROFILE*</u>	census tract	1970	53
% individuals commuting by rail	ABAG <u>PROFILE*</u>	census tract	1970	53
# registered vehicles	Department of Motor Vehicles	county	annual	45
# licensed drivers	Department of Motor Vehicles	county	annual	45
# traffic accidents per 100,000 population	local police	city	annual	45
Local commute patterns (journey-to-work data)	MTC	Bay Area - by 440 zones and aggregates of 440 zones	from 1970 census data	54

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from 1970 Census information for other geographic areas.

YOUTH

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
% population under 5	ABAG, <u>PROFILE*</u>	census tract	1970	53
% population under 18	ABAG, <u>PROFILE*</u>	census tract	1970	53
Number of children (0-18) living with single parent	U.S. Census	census tract	1970	30
Number of children (0-18) living below poverty level	U.S. Census	census tract	1970	30
Number of AFDC children	County welfare departments	county	varies	62
Number of AFDC families	County welfare departments	county	varies	62
Number of runaway children	Police departments	city	annual	63
Number of child abuse cases	Police departments	city	annual	63
Number of youth arrests:				
Total	Police departments	city	annual	63
By age	Police departments	city	annual	63
By race	Police departments	city	annual	63
By sex	Police departments	city	annual	63
By crime type	Police departments	city	annual	63
Number of juveniles designated as status offenders	County probation departments	county	annual	61

*ABAG PROFILE items are taken from the 1970 U.S. Census. This data item can be derived from the 1970 Census information for other geographic areas.

YOUTH (CONTINUED)

DATA ITEM	SOURCE	GEOGRAPHIC COVERAGE	FREQUENCY OF RELEASE/DATE OF COLLECTION	SEE PAGE
Number of juvenile referrals to proba- tion department	County probation departments	county	annual	61
Number of inter- district school transfers	School districts	districts, schools	annual	63

IV. WHERE TO FIND INFORMATION FOR HUMAN SERVICES PLANNING

A. Pros and Cons of Information Collected by Public Agencies

Much of the information that is available for human services planning is produced by public agencies--many Federal, State, regional and local jurisdictions collect and process data.

Chart I summarizes the pros and cons of the use of information generated by different public sources. As is the case in any summary, these are generalizations and will not apply to all situations. However, the chart does convey to the reader an overall perspective on the use of different types of public information.

B. Where the Information is Available--Data Sources

This section of the report lists sources of available data. The sources are divided into 1) Federal, 2) State, 3) Regional (Bay Area), 4) Sub-regional and 5) Private Agencies. For each agency we identify the following:

- The information provided
- The geographic coverage
- The frequency of data collection and/or release
- The form in which the data is available
- The contact for obtaining the information

Chart II is a summary matrix that shows sources of data for different human services categories.

CHART I
GENERAL PROS AND CONS OF THE USE OF PUBLIC INFORMATION

	<u>Advantages</u>	<u>Disadvantages</u>
Information Collected by Federal Agencies...	<p><u>COMPARABILITY</u> - Information is issued at regular intervals for the same geographic areas (nation, state, SMSA)</p> <p><u>COMPREHENSIVENESS</u> - Federal data covers a wider scope of information than data from other sources</p> <p><u>PRIMARY SOURCE</u> - The Federal government gathers its own information</p> <p><u>LEGAL MANDATE</u> - The government has power to collect data for a wide variety of purposes and programs</p>	<p><u>SCALE</u> - Federal data may not be suitable to local or small area needs</p> <p><u>INFREQUENCY</u> - Due to wide scope and coverage, data collection efforts are limited in frequency</p> <p><u>"OUT OF DATE"</u> - A time lag of months or years may occur between data collection and release</p> <p><u>"HARD TO GET"</u> - Access to data may be difficult at the local level</p>
Information Collected by State Agencies...	<p><u>ACCESSIBILITY</u> - The state processes a great variety of local data and makes it available to different levels of government</p> <p><u>INFORMATION ON THE FUTURE</u> - A number of state agencies make estimates and projections of conditions that are useful to planners</p> <p><u>FREQUENCY</u> - State data is often released on an annual basis (as opposed to Federal data)</p>	<p><u>LIMITED COVERAGE</u> - The state does not usually make data available below the county level</p>
Information Collected by Regional Agencies...	<p><u>DEGREE OF COVERAGE</u> - Information on both a regional and small-area basis is kept</p> <p><u>AREA OF COVERAGE</u> - This is the only data source with a regional perspective, allowing for comparisons of local to regional (as opposed to state) conditions</p>	<p><u>SECONDARY DATA</u> - Regional agencies are not generally involved in collecting the data they process</p>
Information Collected by Local Agencies (City, County, Special District)...	<p><u>PROXIMITY</u> - Data collection and release are located closest to the source of small-area information</p> <p><u>FREQUENCY</u> - Data is available soon after it is collected</p>	<p><u>INACCESSIBILITY</u> - Information access may be limited due to confidentiality or the lack of legal requirements for its release</p> <p><u>INCOMPARABILITY</u> - Different localities often keep the same data in widely varying form</p> <p><u>LACK OF UNIFORMITY</u> - Different definitions used by different localities may make comparisons useless</p>

SOURCES OF INFORMATION FOR DIFFERENT HUMAN SERVICE CATEGORIES-A SUMMARY MATRIX

HUMAN SERVICE CATEGORY:		SOURCE OF INFORMATION:																																				
		ABAG (REGIONAL)	ALCOHOLISM (STATE)	AREA AGENCIES ON AGING	ASSESSOR'S OFFICE (COUNTY)	BENEFIT PAYMENTS (STATE)	BANK DATA	CENSUS (FEDERAL)	CETA PRIME SPONSOR	CHAMBERS OF COMMERCE	CONTROLLER'S OFFICE (STATE)	EDUCATION (STATE)	EMPLOYMENT DEVELOPMENT (STATE)	FINANCE (STATE)	FRANCHISE TAX BOARD (STATE EDD)	HEALTH (STATE)	HEALTH TAX BOARD (COUNTY, CITY)	HIGHWAY DEPTS. (STATE)	HOSPITALS (COUNTY, CITY)	INDUSTRIAL RELATIONS (STATE)	LABOR (FEDERAL)	MTC (REGIONAL)	MOTOR VEHICLES (STATE)	NARCOTICS (STATE)	PACIFIC GAS & ELECTRIC	POLICE (CITY)	POLK DATA	PROBATION (COUNTY)	REAL ESTATE COUNCIL (NO. CAL.)	REHAB. (STATE)	SAVINGS AND LOANS (STATE)	SCHOOL DISTRICTS	SHERIFF (COUNTY)	SOCIAL SECURITY (STATE)	STATE DATA PROGRAM	WELFARE/SOC. SERV. (COUNTY)	YOUTH AUTHORITY (STATE)	
ALCOHOLISM																																						
CRIMINAL JUSTICE																																						
DEMOGRAPHY																																						
DRUG ABUSE																																						
ECONOMIC DEVELOPMENT																																						
EDUCATION																																						
EMPLOYMENT																																						
HANDICAPPED																																						
HEALTH																																						
HOUSING																																						
INCOME																																						
MENTAL HEALTH																																						
SENIORS																																						
TRANSPORTATION																																						
YOUTH																																						

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FEDERAL SOURCES

U.S. Department of Commerce. Bureau of the Census.

The U.S. Bureau of the Census is the principal collector and publisher of statistics for the U.S. Government. Its functions are derived from the Constitution of the United States and subsequent legislation. Information is gathered on agriculture, construction, government, economic conditions, population, and housing. The censuses and sample surveys conducted by the Census Bureau are reported in many publications and machine readable tapes--many of which may be useful to the social planner. Some of the information important to Bay Area human services planners and administrators includes:

Information: Census of Population and Housing

This census collects information on such characteristics of the population as sex, race, marital status, relationship to household head, education, income, employment, occupation and industry, and such housing characteristics as age and type of housing structure, tenure, vacancy status, value, rent, kitchen, and plumbing facilities.

Geography: U.S., State, SMSA, urbanized area, counties, cities, places, census tracts, blocks

Frequency: Decennial (1960, 1970, 1980 ...)
To be quinquennial starting in 1980 (1980, 1985, 1990, 1995 ...)

Form: The U.S. Census of Population and Housing is reported in series of publications and computer tapes. Some of the 1970 Census publications important to Bay Area planners include:

Series PC(1)-A. Number of Inhabitants. California

Final official population counts.

State, counties, SMSA's, urbanized areas, counties, incorporated places, and unincorporated places of 1,000 inhabitants or more.

Series PC(1)-B. General Population Characteristics. California.

Statistics on age, sex, race, marital status, and relationship to head of household.

State, counties, SMSA's, urbanized areas, places of 1,000 inhabitants or more.

Series PC(1)-C. General Social and Economic Characteristics. California.

Data on nativity and parentage, state or country of birth, Hispanic origin, mother tongue, residence 5

years ago, year moved into present house, school enrollment (public or private), years of school completed, vocation training, number of children ever born, family composition, disability, veteran status, place of work, means of transportation to work, occupation group, industry groups, class of worker, and income (by type) in 1969 families and individuals.

State, counties, SMSA's, urbanized areas, and places of 2,500 inhabitants or more.

Series PC(1)-D. Detailed Characteristics. California.
(2 vol.)

Similar to Series PC(1)-C except that statistics are presented in considerable detail and cross-classified by age, race, and other characteristics.

State, SMSA's, large cities.

Series HC(1)-A. General Characteristics for States, Cities, and Counties.

Statistics on kitchen facilities, plumbing facilities, number of rooms, persons per room, units in structure, mobile home, telephone, value, contract rent, and vacancy status.

State, SMSA's, urbanized area, places of 1,000 inhabitants or more, counties.

Series HC(1)-B. Detailed Characteristics for States, Cities, and counties. California.

Similar to Series HC(1)-A except that statistics are presented in more detail and include additional subjects such as year moved into unit, year structure built, basement, heating equipment, fuels, air conditioning, water and sewage, appliances, gross rent, and ownership of second home.

State, SMSA's, urbanized area, places of 2,500 inhabitants or more, counties.

Series HC(2). Metropolitan Housing Characteristics. Four reports for the San Francisco Bay Area including San Francisco-Oakland SMSA, Vallejo-Napa SMSA, Santa Rosa SMSA, and San Jose SMSA.

Detail and cross-classified subjects from the 1970 census.

SMSA and its component large cities.

Series HC(3). Block Statistics. Two reports for the San Francisco Bay Area including the San Francisco-Oakland Urbanized Area and the San Jose Urbanized Area.

Selected housing and population subjects.

Block.

Series PHC(1). Census Tract Reports. Four publications for the Bay Area -- San Francisco-Oakland SMSA, Vallejo-Napa SMSA, Santa Rosa SMSA, and San Jose SMSA.

Data for many of the 1970 population and housing subjects.

SMSA, county, city, and census tract.

Although these printed reports are easily accessible, they do not contain the full range of information tabulated in the census, nor are they in a form compatible with computer processing efforts. To solve some of these problems, the U.S. Census Bureau also releases information in a series of summary computer tapes. They are produced on a State-by-State basis and contain different levels of detail and geography. The most commonly used summary tapes include:

Second Count Summary Tapes

Complete-count population and housing data.

State, county, census tracts, minor civil divisions, and places.

Fourth Count Summary Tapes

Twenty, 15, and 5 percent sample population and housing characteristics such as education, occupation, income, citizenship, vocational training, and household equipment and facilities.

State, counties, SMSA's, places, census tracts, minor civil divisions.

Fifth Count Summary Tapes

Population and housing sample data summaries.

ZIP Code areas.

Sixth Count Summary Tapes

Detailed tabulations and cross-tabulations of sample population and housing characteristics.

State, SMSA's, counties, and larger cities.

Similar publications exist for the 1960 Census-- as do a few summary tapes. However, comparison between 1960 and 1970 data is often difficult because of changes in the designation of census tracts, incorporated places, SMSA's, etc.

Information: Economic Censuses

The Census Bureau also conducts seven individual economic censuses:

- Census of retail trade
- Census of wholesale trade
- Census of selected service industries
- Census of manufacturers
- Census of mineral industries
- Census of construction industries
- Census of transportation

Geography: State, SMSA's, counties, larger cities

Frequency: Every five years (for years ending in "2" and "7")

Form: Publications by states and computer summary tapes

Information: Census of Agriculture

The Census Bureau conducts a census of agriculture which provides information on farm land use, value, and products.

Geography: State, counties

Frequency: Every five years

Form: Publications by state

Information: Census of Governments

A census of governments generates information on governmental organization, taxable property values, public employment, and governmental finances.

Geography: State, counties, cities

Frequency: Every 5 years

Form: Publications by state

Information: County Business Patterns

This series provides data on number of employees, taxable payrolls, total reporting units, and number of units by employment-size classes.

Geography: County

Frequency: Annual

Form: Printed report for states

Information: Surveys

The Census Bureau conducts surveys to update information from the demographic and economic censuses. They include:

- Current Population Survey
- Annual Housing Survey
- Current Construction Surveys
- Current Business Surveys
- Survey of Minority-Owned Businesses
- Annual Survey of Manufacturers

Geography: These surveys are based on a sample design and usually provide data only at the U.S., regional, and state level. However, data is occasionally provided at the SMSA or county level.

Frequency: Varies with the individual survey

Form: Printed reports

Information: Other tools developed by the U.S. Census Bureau include:

GBF/DIME (Geographic Base Files or DIME Files) computer-based geographic coding files, containing a description of geography of major urban areas in terms of street names, intersections, codes, and addresses. These files are useful tools for local government and private organizations interested in small-area data. They can be used to relate local to census data or to generate maps.

The Census Bureau uses the GBF/DIME files to process the census information which is collected. They are now in the process of updating DIME files for the 1980 census and ABAG is coordinating this effort for the 9-county Bay Area.

Urban Atlases have been published by the Census Bureau for large SMSA's. They provide a graphic presentation of selected census tract statistics from the 1970 census. An urban atlas has been published for the San Francisco/Oakland SMSA.

Data User News is a monthly publication of the Census Bureau. It reports on new data collection and dissemination activities carried out by the Census Bureau and other federal agencies. Data User News is very helpful for keeping up to date on federal sources of information.

Geography: As above

Frequency: As above

Form: As above

Contact: For purchase of printed Census Bureau publications:

Superintendent of Documents
Government Printing Office
Washington, D.C.

For summary Census tapes:

Customer Services Branch
Data User Services Division
Census Bureau
U.S. Department of Commerce
Washington, D.C. 20233

For other publications and periodicals:

Publications
Census Bureau
U.S. Department of Commerce
Washington, D.C. 20233

For use of Census Bureau publications:

University or public libraries are often excellent
resources for Census Bureau publications.

There is no regional office of the Census Bureau in San Francisco; there are offices in Seattle and Los Angeles. These offices can be contacted about publications and tapes. In addition, the following regional office of the U.S. Department of Commerce maintains a collection of census publications and may be of help in looking for information:

U.S. Department of Commerce
450 Golden Gate Avenue
San Francisco, CA 94102

Future plans: The Census Bureau is now planning for the 1980 Census. They conducted a series of public meetings in several areas around the country (including the Bay Area in May 1975) to gain public participation in this process. During the past two years, "pretests" have been conducted to evaluate both the subject content and methodology to be used in 1980. The 1980 census will contain information comparable to that from the 1970--with a few additions and several changes in the types of sampling. This is the next Federal census and is scheduled for April 1980.

On October 17, 1976, the President signed into law legislation requiring a mid-decade census of population

beginning in 1985. Plans have not been finalized for this mid-decade census, but it is expected to be less detailed while still comparable to the decennial census.

U.S. Department of Commerce. National Technical Information Service

The National Technical Information Service (NTIS) is the central public source of government-sponsored research, development, and engineering reports prepared by Federal agencies, their grantees or contractors, or by special technology groups. NTIS is also a central source for Federally generated machine-processable data files. Access to these reports is provided through an on-line computer search service (NTISearch) or by more than 1,000 published searches.

Information: Varies with individual reports

Geography: Dependent on the individual report

Frequency: Most reports are individual studies and not repeated periodically

Form: Paper copy, microfiche, or computer tape

Contact: National Technical Information Service
5285 Port Royal Road
Springfield, Virginia 22151

(All NTIS publications and services are sold.)

U.S. Department of Labor. Bureau of Labor Statistics.

The Bureau of Labor Statistics provides statistics on current employment, prices, wages, and productivity. Most of the data is derived from surveys conducted by BLS staff or developed in conjunction with State and Federal agencies. Major efforts include the following:

Information: Consumer Price Index (CPI)

The CPI is designed to measure changes in the purchasing power of the consumer's dollar.

Geography: State, some SMSA's

Frequency: Monthly

Form: Printed publication

Information: Labor Force, Employment, and Unemployment

The number and characteristics of employed and unemployed are sampled and estimated by BLS.

Geography: State, some SMSA's

Frequency: Monthly

Form: Publications

Information: Wage Studies

Data on earnings and wage trends for numerous occupations and industries are gained from periodic wage surveys.

Geography: Regional, state, occasionally some SMSA's

Form: Publications

Contact: Additional BLS reports are available, but most report data on only the national or regional level. A recent publication of BLS, Major Programs 1976, presents their numerous statistical activities.

For information on this and other BLS publications, contact:

Bureau of Labor Statistics
U.S. Department of Labor
San Francisco Regional Office
450 Golden Gate Avenue
San Francisco, CA 94102

Social Security Administration

Information: Data is maintained on the number of retired beneficiaries receiving disability insurance by age and sex, by whether aged, blind, and disabled, and by whether they are receiving survivor benefits.

Geography: Zip Codes

Frequency: Bi-annual

Form: Print-outs

Contact: Social Security District Offices in the Bay Area--Several are located in each county. (See telephone book under "United States Government.") Statistical and program information is also available at the Federal level.

At the Federal level contact:

Social Security Administration
330 C Street, S.W., Washington, D.C. 20201
(202) 245-6886

U.S. Department of Health, Education and Welfare

Within the Department of Health, Education, and Welfare, there are four information centers. Each of these will be discussed as a separate resource.

- Information: The National Center for Health Statistics collects, analyzes, and publishes vital statistics and health data on the extent of illness and disability in addition to the supply and use of health services.
- Geography: Most information is available only for large areas. However, some census tract data are provided from special tabulations of the 1970 census.
- Frequency: Varies
- Form: Published reports, data tapes, special tabulations
- Contact: Scientific and Technical Information Branch
National Center for Health Statistics
HRS. Public Health Service
Rockville, Maryland 20852
- Information: Project SHARE is an information clearinghouse for documents relevant to the planning, management, and delivery of human services. It is mainly a bibliographic reference system.
- Geography: Varies with individual publications
- Frequency: Varies with individual publications
- Form: Project SHARE provides the reference to materials; the form of the materials themselves can vary greatly.
- Contact: Reference Division
Project SHARE
P.O. Box 2309
Rockville, Maryland 20852
- Information: The Division of Planning, Research and Evaluation; Office of Human Development Services collects information from state welfare offices. Most of this information is also available from State agencies within California (see State section). Data include numbers of recipients, services, and AFDC payments. The Division performs functions of the former National Center for Social Statistics which was reorganized in 1976.
- Geography: State, some counties
- Frequency: Varies
- Form: Reports

Contact: Division of Planning, Research and Evaluation
Office of Human Development Services
330 C Street, S.W.
Washington, D.C. 20201
(202) 245-6886

Information: The National Center for Educational Statistics is concerned with general purpose information on the education status of the country. Data is obtained from periodic surveys of State and local education agencies and the research community. The result is information on elementary, secondary schools, and higher education, libraries, and many other aspects of the educational system.

Geography: U.S., state

Frequency: Varies

Form: Written, magnetic tapes, maps, and unpublished material

Contact: National Center for Education Statistics
Room 3073
400 Maryland Avenue, S.W.
Washington, D.C. 20202

STATE OF CALIFORNIA

Department of Benefit Payments. Program and Information Bureau. Estimates Bureau.

Information: Records are kept on number of benefit recipients, recipient characteristics for AFDC (Aid to Families with Dependent Children), general relief, food stamps, adult programs, work incentive programs, and persons who are blind or disabled. In addition, estimates are made of those potentially eligible for benefit payments.

Geography: County

Frequency: Monthly and/or annual (depending on the data)

Form: Reports

Contact: 744 P Street, Sacramento, 95814
(916) 445-4500

State Department of Consumer Affairs. Board of Medical Quality Assurance.

Information: The Board has information concerning the number of licensed physicians in each county.

Geography: County

Frequency: Annual

Form: Reports

Contact: 1430 Howe Avenue, Sacramento, 95825
(916) 322-5030

State Controller's Office. Division of Local Government Fiscal Affairs.

Information: Information is collected on the financial transactions of California jurisdictions and special districts. It includes tax rates, assessed valuation, and taxes levied.

Geography: Cities, counties, special districts

Frequency: Annual

Form: Reports

Contact: State Capitol, Room 1114, Sacramento 95814
(916) 445-3028

State Department of Education

Information: Data is available on student public school performance, private school enrollment figures, numbers of public

high school graduates. An ethnic count of public school students is available for 1973.

Geography: School districts, county
Frequency: Annual
Form: Reports
Contact: 721 Capitol Mall, Sacramento 95814
(916) 445-4688

Employment Development Department

Information: Information is maintained on civilian labor force, number of employed and unemployed, wage rates, spendable income, employment projections. Additional client data is kept on those receiving unemployment benefits and on those job seekers using the services of the Department.

Geography: Varies with the individual report but can include State, SMSA, county

Frequency: Varies

Form: Most information is released in reports; major publications include:

Annual Planning Report (formerly titled Area Manpower Review)--semi-annual data by SMSA and CETA areas

Labor Market Bulletin--monthly

Contact: Employment Development Department
Employment Data and Research Division
800 Capitol Mall
Sacramento, CA 95814
(916) 445-9380

Employment Development Department
Northern California Data and Research Section
745 Franklin Street
San Francisco, CA 94102
(415) 557-3052

State Board of Equalization

Information: Data is available on taxable sales by city and county, assessed valuation of taxable property by county, and taxable sales by business type for cities and counties state-wide.

Geography: Cities, counties

Frequency: Annual

Form: Reports

Contact: 1020 N Street, Sacramento 95814
(916) 445-6464

Department of Finance

Information: The department makes estimates for population, births, deaths, and net migration. Projected population figures extend to the year 2000. Information from special censuses is also available.

Geography: Cities, counties, State

Frequency: Annual

Form: Reports

Contact: Population Research Unit
1025 P Street
Sacramento, CA 95814
(916) 322-4651

Franchise Tax Board

Information: Data is available concerning corporate and personal income taxes from tax returns.

Geography: County, zip code

Frequency: Annual

Form: Reports

Contact: P. O. Box 1468, Sacramento 95807
(916) 445-0408

Department of Health. Center for Health Statistics

Information: Estimates available on those designated "medically needy"--those certified eligible for Medi-Cal.

Geography: County

Frequency: Annual

Form: Reports

Contact: 714/744 P Street, Sacramento 95814
(916) 445-1010

Department of Health. Office of Alcoholism

Information: Estimates are released on the number of injuries and fatal accidents due to alcoholism, the number of alcohol-related

arrests and convictions. Information is also available on the estimated per capita liquor consumption, alcoholism rate and the number of alcoholic admissions to hospitals.

Geography: State, counties
Frequency: Annual
Form: Reports
Contact: 825 15th Street, Sacramento 95814
(916) 322-2964

Department of Health. Infectious Diseases

Information: Data are available on the number of cases and morbidity rate (relative frequencies) of major infectious diseases. Information is also available regarding the immunization of kindergarten children against selected diseases.

Geography: County, School districts (for immunization data)

Frequency: Annual

Form: Reports

Contact: 2151 Berkeley Way, Berkeley 94704
(415) 843-7900

Department of Health. Office of Narcotic and Drug Abuse

Information: Data are available on the number of drug-related deaths, incidences of hepatitis, drug commitments to state hospitals, and adult and juvenile drug arrests. The office has client data from cities and counties with Federally funded programs.

Geography: Cities, counties

Frequency: Annual

Form: Reports

Contact: 915 Capitol Mall, Sacramento 95814

Department of Health, Social Services Division

Information: The Annual Statewide Social Services Plan (Title XX) gives the estimated number of persons by county who are expected to receive social services. This is broken down by category of social service funded by Title XX (e.g. protective services for children, information and referral, etc.).

Geography: County, Statewide
Frequency: Annual
Form: Report
Contact: Title XX Branch
714 P Street, Sacramento, CA 95814
(916) 445-7835

Department of Health. Bureau of Vital Statistics

Information: The Bureau keeps information on natality including the number of live births, the race and age of the mother and information on maternal deaths. Mortality information includes the number of deaths by selected causes including suicide, homicide and accidents.

Geography: County
Frequency: Annual (some data may be over 2 years old)
Form: Reports
Contact: 714/744 P Street, Sacramento 95814
(916) 445-4171

California Highway Patrol

Information: Reports are issued on injury and fatal vehicular accidents.
Geography: CHP zones, cities, counties
Frequency: Annual
Form: Reports
Contact: 2611 26th Street, Sacramento 95818
(916) 445-1564

Department of Industrial Relations. Division of Labor Statistics and Research

Information: Data include information on wage settlements, work injuries and work stoppages.
Geography: County
Frequency: Annual
Form: Reports
Contact: 455 Golden Gate Avenue, Room 3166, P. O. Box 603
San Francisco 94102
(415) 557-2180

Department of Justice. Bureau of Criminal Statistics

Information: Records are kept on the offenses of murder, rape, assault, burglary, larceny and auto theft. The number of such offenses reported, the number of arrests made and the court status of each incidence is available. Information is also available on county jail populations, juvenile arrests, case dispositions, and probation status.

Geography: Cities, counties

Frequency: Annual

Form: Reports

Contact: 3301 C Street, P.O. Box 1347, Sacramento 95813
(916) 445-9273

Department of Motor Vehicles

Information: Reports include estimates and projections of the number of licensed drivers and registered vehicles. The Department also issues a driver's license migration report that shows moves of licensed drivers between counties. This information is not available for inter-city migration.

Geography: County

Frequency: Monthly, annual

Form: Reports

Contact: 2415 First Avenue, Sacramento 95818
(916) 445-5071

Office of Planning and Research

Information: The Governor's Office of Planning and Research does not maintain sets of planning data. However, they have become involved in the identification of information resources and needs. The following two projects are indicative of this effort:

1) OPR Social Profile Project

Assembly Bill 3508, passed during the 1975-1976 legislative session, directs the Governor's Office of Planning and Research to identify information to be contained in a census tract level socioeconomic profiles. It also seeks to improve the information available to state and local planners and decision makers.

The bill provides for county profiles to be developed on a uniform basis. This would allow for

easier comparisons of county conditions than is presently available. State planners and administrators could better identify areas of greatest need and allocate fiscal resources more effectively.

County profiles will present a comprehensive view of the community. Descriptors consist of key socioeconomic indicators which provide information about housing, crime, health, education, income, employment and other pertinent areas. The framework for a model profile has been completed. In 1978 the profile will be applied to three California counties: one urban, one suburban and one rural. San Diego, Contra Costa and Tulare have recently been selected by OPR as the "test" counties. Once established, if accepted by the Legislature, the profile should offer a common base for coordinated planning and policy development useful to state and local governments, school districts, health agencies, citizen groups and others.

2) A Directory of Land-Related Data Sources--State Agencies

This directory lists information for land use planning which is available from state agencies. Some of the information included may be useful to human services planners.

Contact: Terri Thomas
Office of Planning and Research
1400 Tenth Street
Sacramento, CA 95814
(916) 445-4831

Department of Rehabilitation

Information: Reports issued include information on the number of disabled persons by type of disorder and need for services. Client data available include information on age, sex, ethnicity and education.

Geography: State, county

Frequency: Annual

Form: Reports

Contact: 722 Capitol Mall, Sacramento 95814
(916) 445-9690

Department of Savings and Loans

Information: The number and dollar amounts of home mortgage and other types of loans made by individual savings and loan institutions is available from the Department.

Geography: Zip Codes, cities
Frequency: Quarterly
Form: Reports
Contact: 600 S. Commonwealth, Los Angeles 90005
(213) 620-2234

Secretary of State's Office

Information: Information is available on the number of registered voters by party affiliation in addition to statewide election results.
Geography: Voter precinct, cities, counties
Frequency: January of odd-numbered years (for registration information); after each statewide election (for election results)
Form: Reports
Contact: 925 L Street, Sacramento 95814
(916) 445-6371

California Youth Authority

Information: The number of youth commitments and characteristics of those held in custody are available.
Geography: County
Frequency: Annual
Form: Reports
Contact: 714 P Street, Sacramento 95814
(916) 445-4673

STATE INFORMATION SOURCES OF RELATED INTEREST

U.C. Davis and Sacramento Regional Area Planning Commission

Information: In association with the University of California at Davis, SRAPC is currently developing a guide to State data sources useful for planning purposes. The guide will contain information on the availability, method of access, frequency and other characteristics of State agency data. Publication is expected by late 1977.

Contact: Don Farrimond
SRAPC
800 H Street
Sacramento, CA 95814
(916) 441-5930

State Data Program

Information: The State Data Program is a computer-based public access oriented project of the University of California. Areas of coverage include California registration and voting results by district. A data set, "California: Political, Social, and Economic Characteristics", includes 1970 U.S. Census first and fourth count data merged with election information. The State Data Program also has some research materials based on work done at the county level including a study for the San Mateo County Narcotic Task Force.

Contact: 460 Stephens Hall, University of California
Berkeley, CA 94720
(415) 642-2337

County Supervisors Association of California

Information: The California County Fact Book contains statistical information on economic, physical and political aspects of the various counties. The 1976-77 Fact Book has been expanded to include subjects of major interest to the human services planner, such as employment and income, criminal justice, health, education and welfare, etc. The report is based on secondary data compiled from a variety of sources.

Geography: County

Frequency: Annual

Form: Report

Contact: CSAC, Suite 201
11th and L Building, Sacramento, CA 95814
(916) 441-4011

REGIONAL AGENCIES (9 County Bay Area)

Association of Bay Area Governments (ABAG)

(ABAG reports are generally available through the Department of Public Affairs, (415) 841-9730). In some instances, we have specified contact persons for more detailed information).

Information: "Neighborhood Profiles", an appendix to the report, Toward Strategies for Conserving the Region's Housing Stock, (Sept. 1974) This appendix describes information available through ABAG concerning housing and social conditions. Such information includes detailed census data and data comparing housing and social conditions of individual census tracts with county and regionwide conditions.

Geography: Census tracts (access through ABAG, not listed in "Neighborhood Profiles"), counties, S.F. Bay Area

Frequency: Once

Form: Appendix to Report

Contact: Leonard Tom
ABAG
Hotel Claremont
Berkeley, CA 94705 (415) 841-9730

Information: Small Area Projections for Health Planning (APPLE Report)

This report provides models and computer programs for the generation of detailed population and labor projections for subareas of a metropolitan region. These projections are designed to meet the needs of health planners.

The APPLE (ABAG Population Projector & Labor Estimator) system produces, for alternative, assumed conditions and policies, demographic and economic projections at five-year intervals. The specific outputs of the model include: 1) Total household and group quarters population by age and sex; 2) Labor force by age and sex; 3) School enrollment for five grade levels, by age and sex; 4) Households by age and sex of head.

The report also includes discussion of migration, fertility, mortality and other factors which influence demographic conditions. Social areas are defined for the Bay Region and serve as the basis of detailed age/sex group projections for 1975-1985.

Geography: Information is applicable for the Bay Area and other metropolitan areas

Frequency: Once

Form: Report

Contact: Department of Public Affairs
ABAG
Hotel Claremont
Berkeley, CA 94705

Information: Housing Profile, San Francisco Bay Area, 1970-1975
(May 1977) Draft Report

This report contains information derived from real estate industry reports, city and county special censuses, and the 1970 U.S. Census of Housing concerning changing housing conditions within the Bay Area.

Geography: Subregional Housing Market Area, counties, S.F. Bay Area

Frequency: Once

Form: Report

Contact: Leonard Tom
ABAG
Hotel Claremont
Berkeley, CA 94705

Information: Estimates of Housing Need--San Francisco Bay Area, 1970,
First Estimates (Oct. 1973)

This report contains a series of cross-tabulations derived from the 1970 U.S. Census of Housing which relate the following housing characteristics: 1) Value/Gross Rent, 2) Bedrooms, 3) Inadequate plumbing/heating facilities, 4) Overcrowded units, 5) Overpaying renter households, and 6) Standard vacant units.

Information contained in the First Estimates report may not necessarily be superseded by Second Estimates data for certain geographic areas. Contact ABAG.

Geography: Cities of 2,500 population or more, counties, S.F. Bay Area

Frequency: Once

Form: Report

Contact: Helen Manning
ABAG
Hotel Claremont
Berkeley, CA 94705

Information: Estimates of Housing Need--San Francisco Bay Area, 1970, Second Estimates (Sept. 1975)

This report contains a series of cross-tabulations derived from the 1970 U.S. Census of Housing which relate tenure (i.e., owner or renter status) to the following household conditions: 1) Value/gross rent, 2) Inadequate plumbing/heating facilities, 3) Rooms/Bedrooms, 4) Overcrowded units, 5) Vacant units, and 6) Overpaying renter households.

Information contained in the Second Estimates report may not necessarily supersede that provided in the First Estimates report. Contact ABAG.

Geography: Cities of 25,000 population or more, counties, S.F. Bay Area

Frequency: Once

Form: Report

Contact: Leonard Tom
ABAG
Hotel Claremont
Berkeley, CA 94705

Information: Housing Characteristics of Special Groups, 1970 (May 1977) Draft Report

This report contains information derived from the 1970 U.S. Census of Housing broken out for the following special groups--White, Black, other non-White, Spanish heritage, large families, female-headed households, elderly--related to household characteristics including indicators of housing need.

Geography: S.F. Bay Area

Frequency: Once

Form: Report

Contact: Helen Manning
ABAG
Hotel Claremont
Berkeley, CA 94705

Information: Phase I of the Regional Housing Element, San Francisco Bay Area (August 1975)

The Regional Housing Element contains information on housing conditions, and regional goals and policies designed to meet

housing needs. Statistical information (located in the Appendix) includes data on households by condition of low income concentrations, minority concentrations, and subsidized housing units.

Geography: Cities of 2,500 population or more, counties

Frequency: Once

Form: Report

Contact: Department of Public Affairs, ABAG

Information: Provisional Series 3 Projections

Provisional Series 3 Summary Report provides 2 sets of projected conditions for population, housing, employment and land use for the San Francisco Bay Region through the year 2000. Each set of projections (called "Base Cases") is premised upon a differing set of assumptions for fertility and other factors. (Both sets of projections are based on a number of overall assumptions listed in the report.) Projections do not represent plans but are possible futures given different regional growth conditions. Numeric descriptors of conditions (e.g. residential acreage, employed residents, group quarters population) are listed by geographical areas (counties and census tract aggregates) giving a detailed statistical view of future possible conditions.

Geography: 440 zones (census tract aggregates)

Frequency: Irregular. Series 2 Projections were issued in 1972
Final Series 3 Projections will be released Fall, 1977.

Form: Report (price \$2)

Contact: Department of Public Affairs, ABAG

Information: ABAG Technical Assistance--GBF/DIME (Geographic Base File/
Dual Independent Map Encoding)

ABAG provides technical and administrative assistance, training, and data processing capability for the establishment, update and correction of the computerized street and address range maps (GBF/DIME File) which will be used to conduct the 1980 census and subsequent five-year censuses. ABAG has arranged with the Census Bureau to coordinate the GBF/DIME File for the nine Bay Area counties. The coordinator is available to provide county staffs with advice, information and contact with Census Bureau offices.

Geography: Bay Area

Frequency: Constant updating

Form: Computer tapes

Contact: Ingeborg Hutzel
ABAG
Hotel Claremont
Berkeley, CA 94705

Information: Bay Area Ethnic Minorities (to be released Fall, 1977)

This report offers a detailed description of ethnic minorities in the Bay Area in terms of information available from the 1970 U.S. Census, ABAG's Series 3 Projections, and analysis of recent trends. Also included are seven useful ways (three of which relate directly to minority populations) by which the Bay Area population can be described in terms of social and economic characteristics. Maps are included in the report.

Geography: Cities, counties, Bay Area

Frequency: Once

Form: Report

Contact: Department of Public Affairs, ABAG

Information: CAVIAR is a simple computer access method to the large 1970 census tract files. The entire fourth count census of population and census of housing at the tract level was put in a special computer form for rapid and cost efficient access. Using the Census Users Guide, Part 2 and a terminal, the planner types in the tabulation number and census tract numbers of interest. The complete report is generated. An option to punch the requested data onto cards for further analysis is available.

Geography: Bay Area

Frequency: Current access system

Form: Computer program

Contact: Department of Information Services, ABAG

Information: PROFILE. The San Francisco Bay Area Regional Information Series called PROFILE contains three separate topics: Bay Area Housing, Bay Area Population, and Bay Area Economy. Each issue summarizes recent trends or presents useful data.

The ABAG PROFILE items listed in Section III of this report refer to the key Census elements chosen by ABAG as indicators of population and housing condition. The complete list of ABAG PROFILE indicators will be included in the San Francisco Bay Area Regional Information Series (Data Publication Series). The first issue of the series will be published in Fall, 1977.

Geography: Bay Area, SMSA, county, city, census tract, 440 zone .
Frequency: Irregular
Form: Report
Contact: Department of Information Services, ABAG

Metropolitan Transportation Commission (MTC)

Information: MTC provides information and technical assistance relating to commuting patterns in the Bay Area. Detailed journey-to-work data is available from 1970 U.S. Census information.

Geography: Census tracts, 440 zones, cities, counties

Frequency: Data is from 1970 U.S. Census

Form: Varies

Contact: Metropolitan Transportation Commission
Hotel Claremont
Berkeley, CA 94705 (415) 849-3223

Pat Hackett, Senior Data Analyst

SUBREGIONAL INFORMATION SOURCES

Area Agencies on Aging

Information: Information holdings of these agencies vary within the Bay Area. Generally AAAs have census data on the local elderly population or access to such information through planning departments or other agencies. Several AAAs have conducted special studies (often in coordination with other agencies) on the elderly population they serve. Such work includes studies of senior victimization done with the aid of local police and Regional Criminal Justice Planning Boards.

Geography: Service Areas

Frequency: Varies

Contact: In Alameda County

Alameda Office on Aging
401 Broadway, Oakland, CA
(415) 874-6800

In Contra Costa County

Contra Costa Office of Aging
2450 Stanwell Drive, Concord, CA
(415) 671-4230

In Marin County

Area Agency on Aging
Civic Center, San Rafael, CA
(415) 479-1100

In Napa, Solano, and Sonoma Counties

North Bay Senior Planning Council
1302 Holm Road, Petaluma, CA
(707) 763-2295

In San Francisco

San Francisco City and County
Commission on Aging
1095 Market Street, San Francisco, CA
(415) 558-2126

In San Mateo County

San Mateo Area Agency on Aging
704 Winslow Street, Redwood City, CA
(415) 364-5600

In Santa Clara County

Council on Aging of Santa Clara County
277 W. Hedding Street, San Jose, CA
(408) 287-7111

Community Action Agencies

Information: CAAs do planning and program development involving social services provision for low income and dependent populations in the areas they serve. CAAs use U.S. Census, Social Security, county health and welfare, and client data for program planning. Data processing or access capabilities vary among CAAs. Some CAAs offer technical assistance to local governments in their service areas.

Geography: Service Areas

Frequency: Varies

Contact: In Alameda County

Associated Community Action Program
22738 Mission Blvd., Hayward, CA
(415) 881-6400

Berkeley Community Action Agency
1890 Alcatraz, Berkeley, CA
(415) 644-6530

City of Oakland, Community Resources Department
654 14th Street, Oakland, CA
(415) 839-8810

In Contra Costa County

Contra Costa County Office of Economic Opportunity
1157 Thompson Street, Martinez, CA
(415) 372-2227

In Marin County

Community Action of Marin
1006 Lincoln Avenue, San Rafael, CA
(415) 457-2522

In Napa County

Napa County Council for Economic Opportunity
8th and River, Napa, CA
(707) 255-2033

In San Francisco

Economic Opportunity Council of San Francisco
730 Polk Street, San Francisco, CA
(415) 771-7100

In San Mateo County

San Mateo Economic Opportunities Commission, Inc.
621 Middlefield Road, Redwood City, CA
(415) 364-5600

In Santa Clara County

Economic and Social Opportunities, Inc.
1460 Knoll Circle, San Jose, CA
(408) 998-3020

In Solano County

Solano County Economic Opportunity Council
408 A Union, Fairfield, CA
(707) 422-5255

In Sonoma County

Sonoma County People for Economic Opportunity
930 Piner Road, Santa Rosa, CA
(707) 544-6911

CETA (Comprehensive Employment and Training Act) Prime Sponsors

Information: CETA Prime Sponsors have access to or keep already collected information on employment and manpower conditions and programs. Information used and made available by CETA includes U.S. Census data, reports from the State Employment Development Department, and county welfare information.

Geography: Service Areas

Frequency: Varies

Contact: In Alameda County

Alameda County Training and Employment Board
22738 Mission Blvd., Hayward, CA
(415) 881-6400

City of Berkeley, CETA Administration
2020 Milvia, #202, Berkeley, CA
(415) 644-6530

City of Oakland, Manpower Services Department
City Hall, Room 204, 14th and Washington Street,
Oakland, CA, (415) 273-3505

In Contra Costa County

Contra Costa County Human Resources Agency
Office of Manpower, 2401 D Stanwell Drive, #440,
Concord, CA, (415) 671-4239

City of Richmond, Manpower Services Department
330 25th Street, Richmond, CA
(415) 235-3921

In Marin County

Marin County Manpower Program
21 Tamal Vista Blvd., Corte Madera, CA
(415) 924-8220

In Napa County

Napa County Department of Social Services
720 Randolph, Napa, CA
(707) 253-4291

In San Francisco

Mayor's Office of Employment and Training
1748 Market St., San Francisco, CA
(415) 558-2922

In San Mateo County

San Mateo County Manpower Planning and Administration
Program, 704 Winslow, Redwood City, CA
(415) 364-5600

In Santa Clara County

Santa Clara Valley Employment and Training Board
1420 Koll Circle, San Jose, CA
(408) 277-4565

City of Sunnyvale, Department of Employment Development
205 Frances, Sunnyvale, CA,
(408) 739-0531

In Solano County

Solano County Manpower and Planning Program
717 Missouri Street, Fairfield, CA
(707) 429-6207

In Sonoma County

Sonoma County CETA Administration
715 3rd Street, Santa Rosa, CA
(707) 527-2928

Regional Criminal Justice Planning Boards

Information: These agencies have access to criminal justice information at the local, State and Federal levels. RCJPBs may participate in information gathering efforts in conjunction with local governments or do planning for specific Federally funded LEAA (Law Enforcement Assistance Administration) programs.

Geography: Service Areas

Frequency: Varies

Form: Varies

Contact: In Alameda County

Alameda County Criminal Justice Planning Board
100 Webster Street, Oakland, CA
(415) 874-5661

In Contra Costa County

Criminal Justice Agency of Contra Costa County
2280 Diamond Street, Suite 391, Concord, CA
(415) 685-5335

In Marin, Napa, Solano, and Sonoma Counties

North Bay Regional Criminal Justice Planning Board
1130 First Street, Suite 206, Napa, CA
(707) 252-0266

In San Francisco

Mayor's Criminal Justice Council
1182 Market, #204, San Francisco, CA
(415) 864-6800

In San Mateo County

Criminal Justice Council of San Mateo County
1860 El Camino Real, #939, Burlingame, CA
(415) 692-1507

In Santa Clara County

Santa Clara Regional Criminal Justice Planning Board
447 N. First Street, San Jose, CA
(408) 299-2817

Health Systems Agencies

Information: At present HSAs cannot be described as "data resources." Some HSAs have begun and others are still contemplating the establishment of computer data storage capacities.

In general they will keep vital statistics, hospital utilization data, and demographic information that relates to health.

Geography: Services Areas

Frequency: Not established

Contact: In Alameda, Contra Costa County

East Bay Health Systems Agency
1322 Webster Street, Suite 210, Oakland, CA
(415) 835-1650

In Marin, San Francisco, San Mateo Counties

West Bay Health Systems Agency
215 Market Street, 7th Floor, San Francisco, CA
(415) 543-4930

In Napa, Solano, Sonoma Counties

North Bay Health Systems Agency
730 D. Randolph, Napa, CA
(707) 253-4671

In Santa Clara County

Santa Clara County Health Systems Agency
1190 South Bascom, Suite 217, San Jose, CA
(408) 292-9572

COUNTY, LOCAL, AND SPECIAL DISTRICTS

County Probation Departments

Information: Probation Departments keep information on the number and demographic characteristics of those referred to probation.

Geography: County

Frequency: Varies

Form: Varies

Contact: Local County Probation

County Registrar of Voters

Information: Data available includes the number of registered voters by party affiliation and election results by candidates and ballot issues.

Geography: Precinct, city, county

Frequency: Varies

Form: Varies

Contact: Local County Registrar

County Sheriff's Department

Information: Records are kept on calls for service, types of offenses committed, crimes against property, and activities of law enforcement officers.

Geography: County unincorporated areas

Frequency: Annual

Form: Reports

Contacts: Local Sheriff's Department

County Tax Assessor

Information: Information available includes the number and assessed dollar valuation of city and county unincorporated land parcels by land use designation.

Geography: City, unincorporated, county

Frequency: Varies

Form: Varies

Contact: Local County Assessor

County Welfare (Social Services) Departments

Information: Welfare Departments have information on the populations served by aid programs including AFDC, general assistance, food stamps, medi-cal, and attendant care. Information on client characteristics may also be available but limits may be placed on access because of confidentiality requirements. Information is also available on the number of clients expected to receive social services under Title XX of the Federal Social Security Act.

Geography: Varies (census tract data available for some counties)

Frequency: Varies

Form: Varies

Contact: Local County Welfare Department or Department of Social Services

City and County Health Departments

Information: Health Department information generally available includes vital statistics (births, deaths, maternal health), morbidity (incidence and rates of disease), and hospital facility and utilization data. Special studies on community health problems such as hypertension, alcoholism or drug abuse may be available.

City and County Mid-Decade Censuses in the Bay Area

Information: Each census was conducted under the direction of the California State Department of Finance, Population Research Unit. Census questions determined the following five items: 1) total population, 2) age of each person, 3) sex of each person, 4) type of housing unit, and 5) occupancy status. Other optional questions varied according to local needs and problems.

Geography: Counties: Contra Costa, Napa, Santa Clara, Solano, Sonoma

Cities: Fremont, Livermore, Newark, Novato, Pleasanton

Frequency: Conducted once (in 1974, 1975, or 1976)

Form: Reports

Contact: City or County in which census was conducted

City and County Planning Departments

Information: Planning Departments keep and/or develop a variety of information relating to population characteristics, housing, land use, economics, future conditions. Resources vary among Bay Area planning departments. Many departments own or have access to computer facilities.

Geography: Varies

Frequency: Varies

Form: Varies

Contact: Local Planning Department

City Police Departments

Information: Major police information includes data on calls for service, incident reports, number and rate of crimes by type (Type I--murder, rape, assault; Type II--burglary, larceny, auto theft), arrest and clearance reports, data on juveniles, traffic accidents.

Geography: City

Frequency: Annual (or more frequent)

Form: Varies

Contact: Local Police

School Districts

Information: Information is available on school enrollment, achievement test scores, pupil performance and school finances. Information on mobility is tabulated by the number of those entering or leaving school during the year. It is difficult to measure a "drop out" (the term is in disfavor with many educators) rate on the basis of enrollment information. Information on student ethnicity was collected and released by the state for 1973. An ethnic census was done under the direction of the Federal Department of Health, Education and Welfare in 1977 but, as yet, results are not uniformly available. School districts are also required to keep information on handicapped students.

Geography: District, schools

Frequency: Varies

Form: Varies

Contact: Local School District

Water Districts

Information: Water districts may have information (generally for internal use) regarding projected service needs and constraints to service. Studies may be based upon information on population and land and water use projections from county planning departments, the State Department of Water Resources and ABAG's Series 3 projections.

Geography: Service Area

Frequency: Varies

Form: Varies

Contact: Local Water District

PRIVATE AND OTHER INFORMATION SOURCES

Banks

Information: A number of California banks publish economic reports on employment, housing starts and overall economic changes and situation reports on specific businesses or industries. Several regularly published and occasional reports deal with Bay Area conditions on a regionwide basis.

Geography: May include county, region, State, Nation

Frequency: Varies

Form: Major Publications include:

- Security Pacific Bank--Construction Trends, a monthly publication, details construction activities and costs in the Bay Area.

Northern California Monthly Survey, contains information on economic conditions and trends; each issue has special focus topic.

Quarterly Economic Report, has projections for employment, taxable sales, and industrial growth for the State and nation.

Northern Coastal California: Economic Trends, an occasional paper, gives a general economic view and forecast for northern California, including the nine Bay Area counties.

- Bank of America--Economic Outlook, a quarterly publication, reports on the U.S. and California economic picture.

Small Business Quarterly, includes information on Bay Area economic conditions.

California County Economic Profiles are no longer published by the Bank of America.

- United California Bank--publishes an Annual Economic Forecast which reports on world, national and state conditions.

Contact: Bank Branch or Headquarters

Chambers of Commerce

Information: Bay Area Chambers of Commerce keep information relating to economic and other conditions in the areas they serve. Generally this is secondary-source data. Depending upon

internal resources, some Chambers (as that of Marin County) collect information which may relate to manufacturing, sales and construction activities.

Chambers of Commerce may also publish newsletters and fact-sheets concerning community economic conditions.

Frequency: Varies
Form: Varies
Contact: Local Chamber of Commerce

Northern California Real Estate Council

Information: Reports include information on housing and construction costs, vacancy indicators, subdivision land costs, construction wage rates, and population estimates for the Bay Area.

Frequency: Quarterly
Form: Northern California Real Estate Report
Contact: 57 Post Street, San Francisco, CA 94102
(415) 398-2287

Pacific Gas and Electric Company

Information: P.G. & E. does occasional studies of subcounty areas including parts of the Bay Area. These studies include assessments of future service needs, potential or expected growth, and development and policy constraints to growth in selected areas. Studies of the Pleasanton-Livermore, San Ramon and greater Diablo Valleys are currently available.

Geography: Varies
Frequency: Varies
Form: Varies
Contact: P.G. & E. Headquarters
77 Beale Street, San Francisco, CA 94102
(415) 781-4211

R.L. Polk & Company

Information: The Polk "Profiles of Change" is a computer processed by-product of the annual City Directory canvasses done by the company in over seven thousand U.S. communities. The "profiles" contain information on current housing conditions and population characteristics. "Profiles"

allow for analysis of year-to-year changes from information obtained from two successive city directory surveys. Polk information and suggested methods for presentation of report materials are available for fee through the company.

Geography: Census tracts, Cities
Frequency: Annual
Form: City Directory, "Profiles of Change"
Contact: R.L. Polk & Co., 431 Harvard Street
Detroit, Michigan 48231

Survey Research Center

Information: This Berkeley-based organization provides for fee consultation and technical services for members of the University community, government agencies and qualifying non-profit agencies. The Center has a limited selection of published reports dealing with Bay Area demographic and social conditions.

Geography: Varies
Frequency: Varies
Form: Varies
Contact: Survey Research Center, University of California
2538 Channing Way, Berkeley, CA
(415) 642-6578

United Way of the Bay Area

Information: United Way is in the process of developing a computerized information system containing demographic, attitudinal, and service data for five Bay Area counties (Alameda, Contra Costa, Marin, San Francisco, San Mateo). The system will eventually include U.S. Census data, information on citizen and governmental perception of social service needs, and client data from UWBA-funded organizations.

Geography: Not Available
Frequency: Not Available
Form: Not Available
Contact: United Way of the Bay Area
2015 Steiner, San Francisco, CA
(415) 563-1220

V. A SAMPLING OF BAY AREA HUMAN SERVICES PLANNING DOCUMENTS -- HOW DATA IS USED

In the previous sections of this report we have discussed data that is both available and useful for human services planning and have indicated where planners can find this information. In Section V we will provide examples and descriptions of how some Bay Area communities used such data in human services planning documents. We have not covered every possible study in the Bay Area -- to do so would be to increase the length of this report considerably. We have tried to provide examples that illuminate the use of available information in human services planning.

CITIES

Berkeley Profiles (November 1976) uses U.S. Census and local data to determine the demographic characteristics of the city's population and to point out possible problems in the areas of health, alcohol and drug abuse, personal safety, handicapped, youth, elderly, and transportation. Conditions are presented in statistics, narrative, and maps for the city as a whole and for eight planning areas (each composed of several census tracts). Profiles includes suggestions for further study of senior nutrition needs, transit-dependent populations and problems of community youth.

Daly City Social and Housing Elements (January 1977) concentrate on the conditions of "special populations"--children, elderly, ethnic minorities, handicapped, ill, poor, unemployed, and young adults. The study includes an extensive review of services available to these special populations and shows gaps in existing services. Service gaps are identified from 1) statistical information, such as the number of elderly in need of low income housing, and 2) perceptual information, such as the statements of leaders of community and advocacy groups. Census data on population characteristics, health services provider information, and State information on employment and the handicapped are among major information sources used. The authors also have used county welfare data to estimate the "at risk of health care deprivation" population.

City of Hayward Needs Assessment Project - The Hayward Needs Assessment Committee has been involved for over two years in the process of determining the most significant social needs of the city. The goal of the project is to provide a basis of information for rational planning and resource allocation to meet community needs. The three basic steps of the process include 1) problem identification, 2) resource identification, and 3) analysis. Information collection has involved the tallying of social indicator data from census information, County Vital Statistics (Health Department), policy records, school data, and Polk & Co. housing data. Other major tools in this process include citizen forums and a detailed survey of community attitudes. Copies of the results of the survey are available for viewing at the Hayward Library.

City of Pleasanton Human Services Element (1976) employs a broad base of information from Federal, State, county, human services agency, and other sources to determine present and expected future social and economic

conditions. This information provides the background for statements of social concerns and policy options for the city. Areas of concentration include economic development, welfare, health care and housing. Within the discussion of economic development, data is presented on local residents' occupations and commute patterns (from the U.S. census) as well as the number of those employed in local businesses (from County Planning information). Information on health and alcohol, and drug abuse was collected from the County Health Department, local hospitals and clinics, and the City Police Department. Housing information taken from local real estate listings is displayed graphically, showing the relative inaccessibility of local housing to potential middle income residents.

City of Richmond Human Services Element (1976) is primarily based upon local surveys which reflect how residents feel about their community. The city also uses background information from the U.S. Census, the County Health Department, and City Police. The report's focus is on the adequacy, as perceived by community residents and planners, of community services in responding to existing problems. Among the services examined are rescue and ambulance, police, employment and training, health, and transportation. The report discusses many of the problems faced by the city's low income and minority residents. In the examination of health problems, statistics are used to compare the availability of physicians within Richmond, to the availability in the county and in the nation.

Needs Assessment and Site Evaluation for a Child Day Care/Senior Citizen Center in the North Central Neighborhood of (the City of) San Mateo (1976) is an example of needs assessment work done by a city for a small area and within two functional human services categories. Generally the study uses U.S. Census data supplemented by perceptual information from child care and senior services providers as well as from concerned groups and individuals within the community. The report describes a method of taking U.S. Census information and making it meaningful for the purpose of assessing child care needs at the neighborhood level. A list of policy options for local decision-makers is provided. The study also includes a list of potential funding sources for the proposed facilities.

City of Saratoga Social Needs Assessment (1977) presents and interprets information from the 1970 U.S. Census, the special 1975 Santa Clara County census, and County Social Services, Health, and Planning Departments. Individual census tracts are described for ten data items (age distribution, population over 65, income distribution, median income, mean income below poverty, homeowner/renter ratio, persons per household, civilian labor force, and public assistance). Community conditions are described in terms of change from 1970 to 1975. The report discusses the consequences of the changing population age structure. One such consequence has been a decline in the school age population with a resultant burden on school finances. Displays of statistical information about Saratoga include bar graphs, tables and maps.

Downtown South San Francisco Community Profile and Housing Needs (1976) derives its basic information from a special survey of community population and housing characteristics. Other information sources for this report include county tax assessor data on land and housing tenancy and the U.S. Census. The report draws comparisons between conditions in 1970 (as reported in the decennial census) and conditions in 1975 (at the time of the survey). The bulk of the study consists of statistical tables detailing factors such as ethnicity, income, household size, and conditions of housing. In the narrative section of the report, residents' perceptions of their community are matched to housing conditions as reported by trained observers. The report suggests the need for a housing conservation strategy in order to retain those moderate cost homes which would be difficult and expensive to replace.

COUNTIES

Contra Costa County - a Profile (1976) provides a statistical overview of county conditions in the subject areas of agriculture, assessed valuation, building activity, consumer economy, criminal justice, education, elections, environment, general government, housing, human services, industry, labor force, land use, population, public finance, public utilities, and transportation. Commentary precedes sets of statistical tables for each of the areas of concern. Information is taken from a variety of sources including the 1975 County Census, the 1970 U.S. Census, California Department of Finance estimates of population growth, and data from other State and county agencies. Many of the sections include discussion of the future implications of present trends.

Social and Economic Characteristics - San Mateo County (1973) provides a statistically detailed description of conditions of life in the county as derived from the 1970 U.S. Census. Population characteristics in such areas as age, ethnicity, income, handicapped, and employment are listed in tables and mapped by census tract. A major feature of the report is the identification of deprived areas through the use of census tract maps. For each map a number of shaded census tracts indicate areas in which "(socio-economic) problems are likely to exist." The document is intended to provide easy access to information valuable to both human services providers and planners.

Profile '70: A Socioeconomic Data Book for Santa Clara County (1973) provides a detailed statistical description of the county, its cities, and census tracts while also functioning as a base for local profiles and needs assessment efforts. Information items included in each profile are taken from the U.S. Census as well as data from County Health and Social Services Departments. Such county data has been recorded at the census tract level. A series of computer-generated maps displaying social and economic conditions is included in the appendix. The fact that the Profile is organized both on geographical (county, city, census tract) and categorical (maps of health, employment, income, etc.) lines increases the utility of this report.

VI. SUMMARY

There are many potential information sources for Bay Area human service planners. In any data collection effort, however, there may be a number of obstacles to getting the precise kinds of information desired. Information that is relevant to an area under study may simply not exist -- or may be unavailable in a form that is useful to the planner. Bearing such precautions in mind, the planner may still find a great deal of data that is available and usable although perhaps not perfect.

This report has been an initial attempt to delineate what information is available and to show where it can be found. We hope we have been able to assist persons in Bay Area cities and counties in their difficult and sometimes frustrating job of planning for human services.

The Appendices that follow provide 1) a glossary of common human services and data analysis terms, and 2) a list of additional references that will be helpful to the reader.

APPENDICES

APPENDIX A
GLOSSARY OF TERMS

GLOSSARY OF TERMS

AAA - Area Agency on Aging. County or multi-county agency, the prime function of which is to create community networks of services for elderly persons within its jurisdictions. Each AAA develops an Area Plan in consonance with the plan of the State Office on Aging and the Federal Older Americans Act. There are seven AAAs in the nine-county Bay Area: the combined counties of Sonoma, Napa, and Solano share one AAA; the counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco and Santa Clara have separate AAAs.

AFDC - Aid to Families with Dependent Children. A program of benefit payments to low-income families with minor children. AFDC is financed through federal and state funds, and, in California, the program is administered by the counties.

Aggregation - A collection of associated units, such as geographic units. For example, a city or planning area may consist of an aggregation of census tracts.

CAA - Community Action Agency. The agency, either public or private non-profit which plans for and implements the local Community Action Program (see CAP).

CAP - Community Action Program. Perhaps the major anti-poverty program of the 1960's. CAP was established under the Economic Opportunity Act of 1964 and administered by OEO (the Office of Economic Opportunity) and later by CSA (the Community Services Administration). The goal of CAP was initially the elimination of poverty through community conceived and based activities such as community organization, services integration and specific new programs geared to meet neighborhood needs. Consumer participation was stressed.

CETA - The Comprehensive Employment and Training Act of 1973, which establishes a broad-based block grant program of manpower and manpower-related activities including recruiting, training, and other manpower services. Chief executives of "prime sponsor" designees must appoint and staff a planning council with advisory and evaluative responsibilities that is responsible for developing a comprehensive manpower plan. There are twelve prime sponsors in the Bay Area--all nine counties with the exception of Napa, which is with the balance of the state, and the cities of Oakland, Berkeley, Sunnyvale and Richmond.

COG - Council of Governments. COGs are multifunctional voluntary regional associations of elected local officials. They are substate regional planning agencies established by states and are responsible for areawide review of projects applying for federal funds (A-95 Project Notification and Review) and for development of regional plans and other areawide special purpose arrangements. The governing body of a COG is composed predominantly of the chief elected officials of the member political jurisdictions and at least part of its funds come from public sources. ABAG is the COG for the Bay Area.

Capacity Building - A federally conceived term which refers to a project, process or effort designed to strengthen the capability (capacity) of state and local general purpose government to plan, implement, manage or evaluate policies, strategies, or programs related to improving physical, economic or social conditions.

Census - An enumeration or count of an entire population. (See Complete-count)

Census Tracts - Census tracts are small areas into which large cities and their adjacent areas have been divided for statistical purposes. Tract boundaries were established cooperatively in each standard metropolitan statistical area (SMSA) by a local committee and the Bureau of the Census and were generally designed to achieve some uniformity of population characteristics, economic status, and living conditions. The average tract has about 4,000 residents. Tract boundaries were established with the intention of being maintained over a long time so that comparisons may be made from census to census.

Complete-count - Refers to information collected on the total population and the totality of housing units rather than information collected on a sample basis.

Comprehensive Planning - A systematic and ongoing planning process designed to identify all the needs (physical, economical, social, environmental) of entire urban areas and to provide effective solutions to those needs using all available resources coordinatively. (Definition from "Handbook for Planning and Managing Community Development," League of California Cities.)

Count, First--Sixth - The term used by the Census Bureau to identify a set of specified data tabulations for certain kinds of geographical units. Numbering refers to the order in which they are released.

Data - A general term used to denote a set of facts or quantities represented by numbers, letters, or symbols. It also denotes basic elements of information that can be processed or produced by a computer.

Data Base - A collection of interrelated data stored together with controlled redundancy to serve one or more applications; the data are stored so that they are independent of programs which use the data; a common and controlled approach is used in adding new data and in modifying and retrieving existing data within a data base.

Data-Base Management System - The collection of software required for using a data base.

Data Element - Synonymous with Data Item.

Data Item - 1) A cell or piece of data appearing in a tabulation; sometimes referred to as a tally cell. One of the numbers appearing in a table. 2) The smallest unit of data that has meaning in describing information; the smallest unit of named data. Synonymous with Data Element.

Data Management - A general term that collectively describes those functions of the system that provide creation of and access to stored data, enforce data storage conventions, and regulate the use of input/output devices.

Data Processing - The execution of one or several computer operations (sorting, calculating, summarizing, etc.) on data.

Data Set - A named collection of logically related data items, arranged in a prescribed manner, and described by control information to which the programming system has access.

Decennial Census - A census which is conducted every ten years. The U.S. Census has been a decennial census since 1790.

DIME (Dual Independent Map Encoding) - The name given to a technique of creating a geographic base file. Also a term used synonymously with "geographic base file."

Employed (from U.S. Bureau of Labor Statistics) - Persons 16 years or more who perform at least one hour's work for pay or profit during the week that includes the 12th of the survey month, or work 15 hours or more as unpaid workers in an enterprise operated by a family member, or are temporarily absent from a job because of illness, strikes, or vacation.

Four-forty Zone (440 zone) - A geographic unit generally consisting of census tracts or aggregation of census tracts. Four-forty zones are used by ABAG and MTC (Metropolitan Transportation Commission) for the purpose of projecting future population, land use, housing, and employment conditions in the Bay Area.

GBF (Geographic Base File) - A file which describes the geographic attributes of an area, normally in terms of street segments with associate descriptors and codes.

General Plan - A policy document that sets out future goals for a city, county, and/or region. The state requires that cities and counties do general plans. The following elements are mandated: land use, circulation; housing; conservation; open space; seismic safety; noise; scenic highways; and safety. Zoning ordinances are required to be consistent with the general plan.

General Tabulations - Tabulations developed as part of the regular census program. They include the contents of 1970 Census Summary Tapes, printed reports, and microform products.

HSA (Health Systems Agency) - Agencies formed under the National Health Planning and Resources Development Act of 1974 (PL 93-641). HSAs have regulatory powers to determine the level of health care facilities and services in their area. They control health resource development and are responsible for health planning. There are four designated HSA areas in the San Francisco Bay Region: Santa Clara; Alameda and Contra Costa; San Francisco, San Mateo and Marin; Napa, Sonoma and Solano.

Hardware - Computers and their peripheral equipment.

Human Services - Any service or activity designed to promote the social welfare of the individual or community. These may be differentiated from physical services such as sewage treatment or road repair, but their relationship must always be borne in mind. For example, senior citizens needing health care (social service) and living in a rural area may be unable to utilize such services because the area lacks adequate transportation (physical service). Generally, social or human services include: housing, employment, income, health, mental health, education, leisure, and recreation. Often human services are described in terms of client groups: youth services, services to

the handicapped, to the aging, to minorities, etc. Also, services that apply to many subject areas and client groups may be included: legal services, transportation, emergency services, supportive services and information and referral services. (Definition from "Assessing Human Needs," League of California Cities.)

Matrix - A statistical table, usually cross-classifying two or more variables.

Needs Assessment - The initial step in human services planning (sometimes called needs and resource assessment). Basically this is a process designed to determine, within a given jurisdiction, who has what problems requiring which social services and what the capabilities of the public and private agencies are in terms of providing those services. There are three basic stages in the needs assessment process: 1) problem identification; 2) resource identification (see Services Inventory); and 3) problem analysis (a comparison between the problems or needs identified and the services available to meet the needs. Step 3 is also called gap analysis).

Perceptual Data - Subjective data which is dependent upon an individual's perception of a given situation (e.g. "What is your greatest human services need?").

Poverty Index (from U.S. Bureau of the Census) - A range of poverty income cutoffs adjusted by such factors as family size, sex of the family head, number of children under 18 years old, and farm and nonfarm residence. At the core of this definition of poverty is a nutritionally adequate food plan designed by the Department of Agriculture for "emergency or temporary use when funds are low." Poverty income cutoffs are revised annually to allow for changes in the cost of living as reflected in the Consumer Price Index.

Primary Source Data - Data that is collected first hand for the purpose for which it is used (e.g. a needs survey, census data).

Printout - A paper copy of data records reported from the computer system through a printing device.

Program - The complete set of instructions which determine the sequence and type of computer actions.

Quinquennial Census - A census which is conducted every five years. Following 1980 the U.S. Census of Population and Housing will be a quinquennial census.

Random Sample - See "Sample Data."

RCJPB - Regional Criminal Justice Planning Boards. Arms of the State Office of Criminal Justice Planning whose functions are to prepare an annual regional criminal justice plan. There are 21 RCJPBs in California, six of which are in the nine-county Bay Area. The counties of Santa Clara, San Francisco, San Mateo, Alameda and Contra Costa form separate RCJPB areas; the counties of Marin, Napa, Sonoma and Solano form a combined RCJPB area.

Reliability - The replicability of a piece of research. If a study is reliable, all persons using the same procedure will get the same results.

Run - The act of operating on a file in the computer with a program.

SMSA - Standard Metropolitan Statistical Area. A federally designated area with a dominant central city or cities having a (combined) population of at least 50,000 with a surrounding urbanized community that is economically and socially integrated with the central city. Much data is collected at the SMSA level. There are four SMSAs in the Bay Area: San Jose, San Francisco-Oakland, Santa Rosa, and Napa-Vallejo.

Sample Data - The data collected from a selection of the reporting units in some specified universe. A "random sample" is chosen in such a way that it gives each individual an equal chance of being selected. Random sampling should be distinguished from other types of sampling such as stratified, systematic and cluster sampling. (For detailed definitions of the latter see any book on sampling.)

Sample Survey - A collection of data from a part or sample of a population used to make estimates for the entire population.

Secondary Source Data - Secondary source data involves the analysis, interpretation and/or reproduction of primary source data.

Services Inventory - A compilation of available (human) services within a given jurisdiction. A services inventory is an integral part of the needs assessment process (service identification) and can usually be used for information and referral (I&R) as well as for planning purposes.

Social Action Plan - The League of California Cities' "Action Plan for Social Responsibility of Cities," October, 1973, which calls for cities, as well as counties and COGs, to develop a social planning and policy management capability.

Social Indicators (or Socio-Economic Indicators) - Statistical measures (usually indirect) of social phenomena. Indicators are a means of quantifying statements of need and are an important part of the needs assessment process. For instance, one of the indicators of need for a child-care program might be the number of children in single parent households--a statistic available from Census publications.

Social Plan Element - Human services element of the general plan. This is the element that establishes goals, objectives, standards and priorities to meet a jurisdiction's social needs. A needs assessment is often the first step to the development of a social element, especially in cities. A social element is not a state mandated element for cities and counties.

Software - Computer programs and procedures.

Special Tabulations - Retabulations of the census basic record tapes at users' expense to obtain data summaries for geographic areas not recognized in general tabulations.

Sub-Regional Housing Market Area - A geographic unit which reflects commuting, employment, and residential patterns in the Bay Area. Close proximity of work place to residence is a key factor in determining Housing Market Area

boundaries. County boundaries are reflected in aggregations of corresponding Housing Market Areas. City boundaries are kept intact. Twenty-four Sub-Regional Housing Market Areas have been identified in the San Francisco Bay Area.

Suppression - The exclusion from public release of certain data items which might violate the confidentiality of census information.

Title XX - Refers to the 1975 Amendments to the Social Security Act that provide for States to develop plans showing the expected use of social services statewide. In California the State plan is a compilation of county plans since social services are administered on the county level. The State of California mandates that counties provide the following ten services under Title XX: Information and Referral; Protective Services for Children; Protective Services for Adults; Out-of-Home Care Services for Children; Out-of-Home Care Services for Adults; Child Day Care Services; Health Related Services; Family Planning; In-Home Supportive Services; and Employment Related Services. County Departments of Social Services have the option of adding other services.

Unemployed (from U.S. Bureau of Labor Statistics) - Persons 16 or more who have not worked at all during the reference week but are available for work and have made specific efforts to find a job within the past four weeks, or were waiting to be recalled to a job from which they had been laid off or were waiting to report to a new job within 30 days.

Universe - The total population for which a sample is used to predict or estimate characteristics.

Validity - Information is valid if it measures what the researcher wants it to measure. Synonyms for "validity" are appropriateness and relevancy. The validity of a measuring instrument is the extent to which differences in scores on this instrument reflect true rather than random differences in the population.

APPENDIX B
ADDITIONAL REFERENCE MATERIAL

REFERENCES, SUGGESTED READINGS

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